

WORKPLACE SECURITY COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Workplace Security Coordinator exists is to administer the workplace security policy for the city including incident command, notification, emergency procedures coordination, employee training, and threat identification and assessment. Review city facilities and citywide security systems and recommends modifications for improvement. This classification is non-supervisory and receives general supervision from the Emergency Services Officer.

ESSENTIAL FUNCTIONS:

Develops and administers the workplace security program in accordance with the City's policy that encompasses emergency procedures, incident notification, management and employee response, threat identification and assessment, and new facility planning. Reviews and updates policy as needed.

Coordinates and develops programs; facilitates employee training in security policy and awareness; facilitates and develops new employee orientation training and creates training materials.

Surveys existing and planned city facilities and recommends physical modifications for improved security; assesses security system needs and recommends appropriate systems (i.e. panic and burglar alarms); administers non-criminal justice door access control systems.

Administers and prepares contract specifications for security guards working in city facilities Prepares written documentation including ordinance revisions, contracts, administrative guidelines, requests for proposals, and public educational materials such as brochures and training guides.

Serves as the liaison between the police department and other city departments.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles of security and fire alarm system design and general electrical theory.

Technical and operating methods, tools, equipment, and materials used in design, installation, repair, testing, and maintenance of security systems.

Industry standards and technological improvements in security and audio/video monitoring equipment.

Principles and practices of personnel management, supervision, safety, budgeting, and administration.

The development of policies and procedures; preparing training guides, brochures, and public educational materials

Ability to:

Make difficult technical operating decisions.

Make sound decisions and respond quickly in emergency situations

Interpret customer needs and provide solutions while conforming to industry and City standards.

Understand and follow oral and written instructions in the English language.

Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.

Read and interpret complex schematic diagrams and technical manuals.

Establish and maintain effective working relationships with City officials, co-workers, vendors, and the general public

Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

Operate a PC, computer terminal or other keyboard device.

Perceive the full range of the color spectrum.

Observe or monitor objects or work activity to determine compliance with operating or safety standards.

Climb ladders or steps to reach objects or work areas.

Work safely without presenting a direct threat to self or others.

Handle multiple projects simultaneously, use good judgment in prioritizing work assignments; and be available for call-out situations when needed.

Must be able to work in all types weather conditions and high stress situations.

Obtain a valid AZ driver's license with no major driving citations within the last 39 months.

Education & Experience

Requires a Bachelor's degree in Business Administration, Public Administration, Criminal Justice, or a related field, and three to five years industrial, government, or corporate security experience is desirable. Must have a minimum of four years experience working with the public, with experience in a police environment preferred.

FLSA Status: Exempt

HR Ordinance Status: Unclassified